



STATE OF WASHINGTON

## HIGHER EDUCATION COORDINATING BOARD

917 Lakeridge Way • PO Box 43430 • Olympia, WA 98504-3430 • (360) 753-7800 • FAX (360) 753-7808 • [www.hecb.wa.gov](http://www.hecb.wa.gov)

### EMPLOYMENT OPPORTUNITY

#### **Guaranteed Education Tuition (GET) Records Assistant**

*This position closes at 5:00 p.m. on Thursday, October 18, 2007.*

#### **Washington Higher Education Coordinating Board**

The Higher Education Coordinating Board (HECB) is a 10-member citizen board that makes recommendations to the Legislature and Governor on higher education policy and administers all of the state's student financial assistance programs. The Board assesses the higher education needs of Washington citizenry and recommends enrollment and other policies to meet those needs. The Board is charged by state law with representing the "broad public interest above the interests of individual colleges and universities." The HECB reviews the operating and capital budget requests of the state's public colleges and universities and recommends budget priorities to the Governor and Legislature. The Board also approves new degree programs offered by the public four-year institutions of higher education and administers other postsecondary programs that serve the public.

#### **About the Guaranteed Education Tuition (GET) Program**

The Higher Education Coordinating Board administers Washington State's prepaid college tuition program known as the Guaranteed Education Tuition (GET) program. The GET program allows families to purchase tuition units now, for use at a later date. These funds are invested and the purchaser is guaranteed a return, which will cover tuition at some future date. The Committee on Advanced Tuition Payment, commonly referred to as the GET Committee, governs the program. The Committee is composed of the Executive Director of the Higher Education Coordinating Board, the State Treasurer, the Director of the Office of Financial Management, and two citizen members.

#### **General Position Description**

The Records Assistant reports to the Records Supervisor and will provide assistance with the record keeping components of the program, including processing of incoming mail, scanning and indexing documents/correspondence into the program's imaging system, sorting and distributing documents to appropriate sections, preprocessing enrollment forms, filing and archiving documents, and assisting records coordinators in entering and maintaining accounts and may also interact with customers over the phone and in person. This position will also provide support to other programs during peak times, which may include answering phones and other clerical duties.

This position will be a six-month temporary, full-time position with a daily schedule of 8:00 a.m. to 5:00 p.m., Monday through Friday, with a one hour scheduled lunch period each day. During the busy months of the program enrollment period (February-May), the hours may vary and include some evenings and weekends. This position is exempt from Department of Personnel rules and regulations, and covered by the Fair Labor Standards Act.

## **Required Qualifications**

### Education and Experience

- High school diploma or GED
- One year of demonstrated clerical skills and data entry experience

### Skills, Knowledge and Abilities

- Demonstrated ability to accurately and quickly enter data into a computerized database
- Demonstrated proficiency with Microsoft Office products including Microsoft Word, Excel, and Access or other database software
- Excellent communication and organizational skills
- Ability to effectively prioritize tasks, estimate time frames, meet deadlines, plan and use available resources, and coordinate work assignments with others
- Ability to work independently, and use good judgment in evaluating and making decisions

## **Desired Qualifications**

- Two-year or four-year vocational or college degree
- Experience with SCT Banner or similar database

## **Salary and Benefits**

The salary for this position is \$2,380 to \$2,512 per month, depending upon qualifications and experience. Benefits include comprehensive health and insurance provisions, federal Social Security, state retirement contributions, vacation (which can be used after 4 months) and sick leave programs.

## **How to Apply**

*To be considered for this position, you must possess the required qualifications listed above and submit a complete application package, which **must** include the following:*

- 1. Letter of Application.** A letter of application which addresses how your background qualifies you to perform the responsibilities described in this announcement.
- 2. Supplemental Information form.** Please answer to the best of your ability.
- 3. Resume.** A current resume including work experience and education.
- 4. References.** A list of names, current addresses, and current telephone numbers of three employment references.
- 5. Authorization to Release Information form.**
- 6. Affirmative Action form (optional).**

*Initial screening will be based solely on the information contained in your application. You should keep a copy of your application for your files.*

**Submit your completed application materials to:**

Kerri Kallay  
Human Resource Consultant  
Washington Higher Education Coordinating Board  
917 Lakeridge Way SW  
P.O. Box 43430  
Olympia, Washington 98504-3430

**Application Closing Date**

This position closes at **5:00 p.m.** on **Thursday, October 18, 2007**. Applications may be mailed or delivered to the above address, or faxed to (360) 704-6257. They may also be submitted in electronic format to: [humanresources@hecb.wa.gov](mailto:humanresources@hecb.wa.gov), please type "GET Records Assistant" in the subject line.

*The Higher Education Coordinating Board is an equal opportunity/ affirmative action employer and is strongly committed to enhancing the diversity of its workforce. We will provide assistance in the recruitment, application and selection process to applicants with disabilities who request such assistance. Please contact us at (360) 753-7857 as early as possible regarding any assistance you may require.*



Name \_\_\_\_\_ Date: \_\_\_\_\_

## GET Records Assistant Supplemental Information

Record Assistant positions require excellent communication skills including the ability to:

- Work directly with all people, some who have negative presumptions of government service and are angry or difficult.
- Treat people with dignity and respect, even in adverse conditions.
- Work directly with people of all cultures and nationalities, who speak many languages.
- Independently prioritize and perform multiple tasks and remain focused while working with numerous interruptions.

1. Has your background prepared you to work under the conditions listed above?
  - a. yes
  - b. No
2. MULTI-TASKING: I have 12 months or more of general office multi-tasking experience. (An example of multi-tasking would include assisting internal or external customers in person and/or over the telephone while performing tasks at a computer at the same time.)
  - a. Yes
  - b. No
3. BASIC COMPUTER SKILLS: I can independently perform 3 or more of the following functions using a computer: (1) use a computer keyboard well enough to send and receive email, (2) use a computer with a Windows environment, (3) find information on the Internet, (4) perform basic search functions, and (5) view calendars and schedule appointments using electronic calendars.
  - a. Yes
  - b. No

4. I can type at an estimated speed of:
- a. 0-25 WPM
  - b. 26-35 WPM
  - c. 36-45 WPM
  - d. 46-55 WPM
  - e. 55 or more WPM
5. BASIC WORD PROCESSING SKILLS: I have successfully completed college, vocational, or other formal training courses (including employer-sponsored classes) using basic word processing software functions (e.g. Microsoft Word or WordPerfect); OR, I have worked for a minimum of 6 months full-time in a job in which I frequently used word processing software to create, format, edit, print and store text documents.
- a. Yes
  - b. No
6. DATA BASE SKILLS: I have at least 12 months full-time experience (or college or vocational training) performing data entry requiring detail and accuracy (e.g., reviewing client or customer forms for completeness and accuracy).
- a. Yes
  - b. No

Please list all data base software that you have worked with and any related training or college course work:

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7. I understand that this position has a daily schedule of 8:00 a.m. to 5:00 p.m., Monday through Friday, with a one hour scheduled lunch period each day; and that during the busy months of the program enrollment period (February-May), the hours may vary and include some evenings and weekends.
- a. Yes
  - b. No
8. SITTING FOR LONG PERIODS: I am willing to work in a job in which I would be required to sit for long periods of time.
- a. Yes
  - b. No
9. Please list below any foreign languages you can speak, read, or write:



## AUTHORIZATION TO RELEASE INFORMATION

As an applicant for a position with the Higher Education Coordinating Board, I am required to furnish information for use in determining my qualifications. In this connection, I hereby authorize the Higher Education Coordinating Board to make inquiries regarding my education, work experience and references, unless otherwise stated below. I hereby release all parties and persons associated with any such inquiries from liability in connection with information they give.

A photocopy of this release form will be valid as an original thereof, even though the said photograph does not contain an original writing of my signature.

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



## Affirmative Action Data Sheet

Please complete and return this form with your employment application package.

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Check the item that best describes how you heard about this position.

<input type="checkbox"/> Friend or neighbor	<input type="checkbox"/> HECB Website	<input type="checkbox"/> Newspaper or other publication*
<input type="checkbox"/> Department of Personnel	<input type="checkbox"/> HECB Job line	<input type="checkbox"/> An organization electronic notice*
<input type="checkbox"/> Other State Agency*	<input type="checkbox"/> Other	

\*Please specify web site, organization, newspaper, publication or "other" source here:

The Higher Education Coordinating Board is an equal opportunity employer. The Board's state-approved Affirmative Action Program seeks to ensure that employment opportunity information reaches all qualified potential candidates, including African Americans, American Indians/Alaskan Natives, Asians/Pacific Islanders, Caucasians, Hispanics, women, men, persons age 40 and over, persons with disabilities, disabled veterans, and Vietnam era veterans. To implement this program more successfully, the Board requests that you provide the following information. Submission of this statistical information is voluntary; failure to complete this portion of the form will not adversely affect your candidacy for employment.

*This information will be separated from your application and handled confidentially*

Please check any/all of the following that apply:

<input type="checkbox"/> Male	<input type="checkbox"/> African American/Black	<input type="checkbox"/> Vietnam Era Veteran
<input type="checkbox"/> Female	<input type="checkbox"/> Asian/Pacific Islander	(served 180 days or more between 2/28/61
<input type="checkbox"/> Age 40 or older	<input type="checkbox"/> Caucasian/White	and 5/7/75 and does not have a
<input type="checkbox"/> Person with a disability	<input type="checkbox"/> Hispanic/Latino	dishonorable discharge)
	<input type="checkbox"/> Native	<input type="checkbox"/> Special Disabled Veteran
	American/American	(30% or more disability)
	Indian/Alaska Native	